WT | Information Technology
WEST TEXAS A&M UNIVERSITY™

CREATING, DELETING AND GRADING A TURNITIN ASSIGNMENT

Turnitin aids in the detection of potential plagiarism and can be accessed within WTClass. In this document, you will learn to create an assignment using Turnitin. You will also learn about the settings available in a Turnitin assignment, how to read a Turnitin similarity report and AI score, and how to grade and give feedback in a Turnitin assignment.
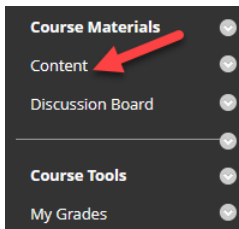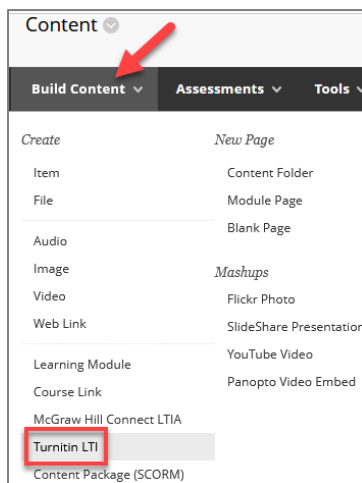
CONTENT

CREATING A TURNITIN ASSIGNMENT

To create a Turnitin assignment, follow the directions below.

1. Log in to WTClass and navigate to your course.

2. Click on the **content/lessons** area of your course.

3. Click on **Build Content** and **t**hen select the **Turnitin LTI** option (see image below).

4. You will be taken to the Turnitin assignment creation page.

5. Add a title for the assignment. **NOTE**: The updated version of Turnitin does not have a specific icon in WTClass, so we suggest that you **indicate that it is a Turnitin assignment in the title**. For example: "Turnitin Assignment: Title of Assignment."

6. Provide instructions for the assignment as desired. Indicate a max grade, start, end, and feedback release date.

   A. The **start date** is the date students can access the assignment.
   B. The **due date** is the date students are expected to complete the assignment.
   C. The **feedback release date** is the date students can see instructor feedback.

7. Click on **Optional Settings** to establish what you want Turnitin to do with student submissions.

8. Choose which repository you want the assignment to be submitted to:

A. The **standard paper repository** will check similarity against other submitted documents and stores the submission for future similarity checks.

B. The **"Do not store the submitted papers"** option will also provide a similarity check against other documents, but will not store the submission. This is a great option if you want students to submit a draft to check for similarity before submitting a final draft.

9. Select the remaining settings that will work best for your assignment. If you want more **description about any of the settings, hover over the blue question symbol next to the setting**. A detailed description of the setting will appear. In the image below, you can see that more description appeared for the "Allow submission of any file type" option.

NOTE: The "Allow submissions of any file" option type means that students will be allowed to submit file types that *cannot* be checked for text similarity, such as image files. The only file types that can be checked for similarity are:

- Text, MS Word, MS PowerPoint, MS Excel

- Postscript, PDF, RTF, HTML

- WordPerfect and OpenOffice

- Files less than 40 MB

- Files with at least 20 words of text

10. We recommend you **keep all three of the "Compare against" options selected**. If you are unsure about whether you should uncheck any of these options, please contact IT's WTClass team.

Compare against

☑ Student paper repository

☑ Current and archived web site content

☑ Periodicals, journals and publications

11. Select **whether you want students to view their similarity reports**. This is a good option if you want students to be able to check their work and revise based on the similarity reports.

12. You can also **choose any items you want Turnitin to exclude** when looking for similarity matches (see below).

Similarity Report

Generate Similarity Reports for student submission

Generate reports immediately (students cannot resubmit)   ⌄

☐ Allow students to view Similarity Reports ❔

☐ Exclude bibliographic materials ❔

☐ Exclude quoted materials ❔

☐ Exclude small sources ❔

13. If you **use a template for your assignment, Turnitin will allow you to submit the template** so that words and phrases from the template will not be flagged as plagiarized.

   If your students must download an assignment template, fill it out, and then submit the template again, we recommend that you upload a blank assignment template in the "Exclude assignment template" area.

Exclude assignment template

Upload or create a template of text to be automatically excluded from the Similarity Report.

[Upload Template] [Create Custom Template]

Note: Once a submission has been made to the assignment, templates can no longer be added or edited.

Template Requirements ⌃

Additional settings

☐ Save these settings for future use ❔

14. If you want Turnitin to **remember the settings you made** on this assignment and automatically apply them to future Turnitin assignments that you create, choose the "Save these settings for future use" option.

15. After you have selected all of the options and settings you want for the assignment, click "**Submit**" in the bottom left corner of the page.

16. The assignment creation page will close and you should then see your content/lessons area in WTClass. The new Turnitin assignment will appear at the bottom of the page.
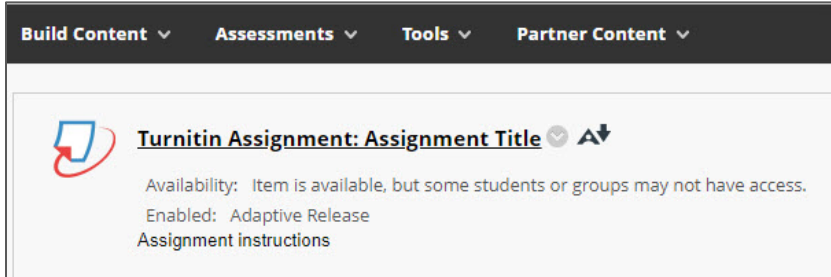

17. Note that the assignment shows that Adaptive Release has been enabled. This is because the due date and feedback release dates are set in the future.

DELETING THE OLD TURNITIN ASSIGNMENT

If you copied your course, you will need to replace all old Turnitin assignments using the new tool. After you have replaced all of your old Turnitin assignments, be sure to delete the old Turnitin assignments. This will help you avoid confusion in your content area, grade center, and calendar.

To delete an old Turnitin assignment, follow the directions below.

1. Log in to WTClass and navigate to your course.
2. Click on the **content** area.
3. Locate the old Turnitin assignment.
4. Click on the **action arrow next to the title** of the assignment and choose **Delete**.
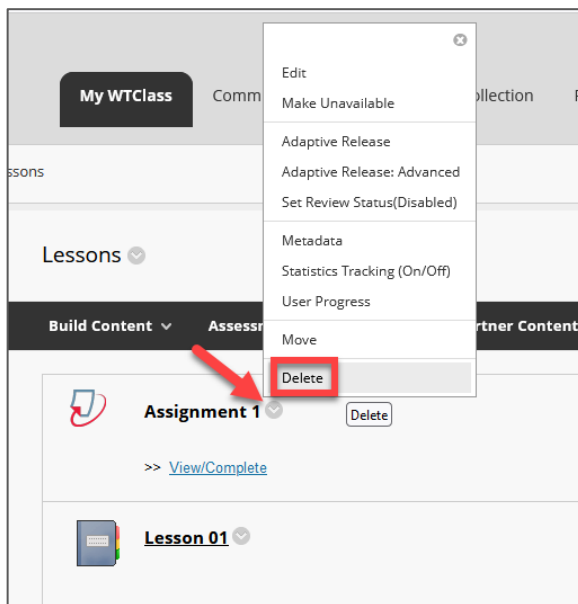
5. The old Turnitin assignment will now be deleted from both the content page and the grad center.

EDITING A TURNITIN ASSIGNMENT

To edit a Turnitin assignment that you have already created, follow the directions below. Note that there are a few places to edit the assignment, depending on what you want to edit.

EDIT THE ASSIGNMENT TITLE, DUE DATE, OR ASSIGNMENT INSTRUCTIONS

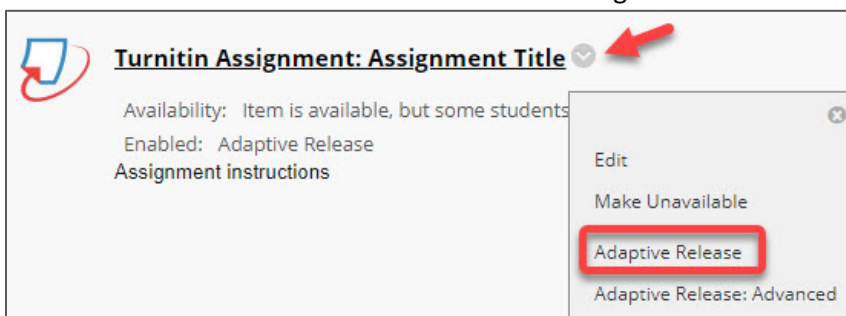1. Click on the drop-down arrow next to the assignment link and choose **Edit**.
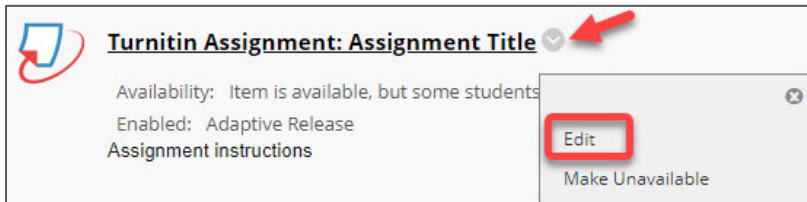
2. On the edit page, you can **change the assignment title/name (A), due date (B)**, and the **instructions/description (C)**.
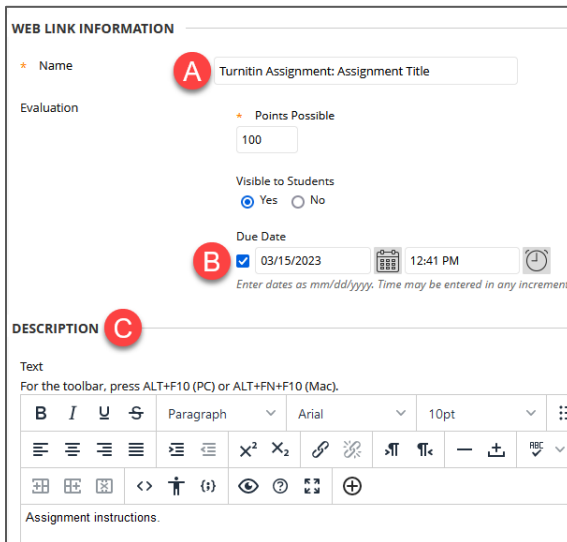
EDIT THE AVAILABILITY/START DATE

1. Click on the down arrow next to the title of the assignment and choose **Adaptive Release.**

2. Change the date that the assignment will be available by editing the date in the **Display After** field.

EDIT THE MAX GRADE, FEEDBACK RELEASE DATE, OR THE "OPTIONAL SETTINGS"

1. Click on the assignment link in the course content area.

2. This will open the Assignment Inbox in a new tab on your computer. You will see a screen like the one below. To edit the assignment settings, click on the **settings cogwheel**.
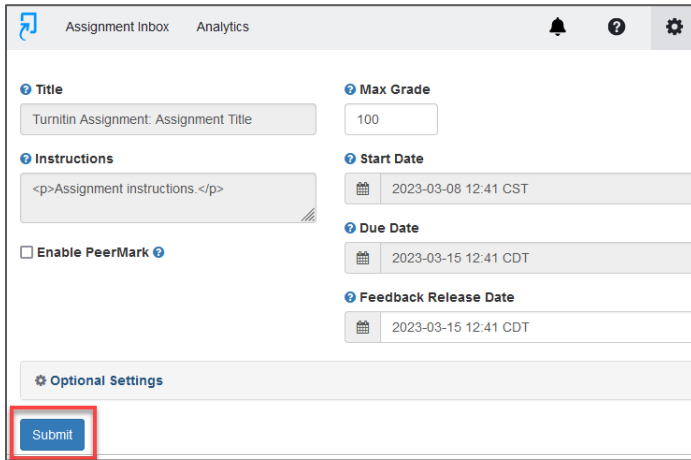
3. This will open the settings page for the assignment. Edit max grade, feedback release date, or any of the submission settings, and then click "**Submit**."

4. This will save your changes to the assignment. You will see a message at the top of the Turnitin screen that says, "**Settings were saved successfully (A).**"

5. From there, you can **close the Turnitin tab (B)**.

6. Then, **navigate back to your course in WTClass (C)**, which will be in another tab.
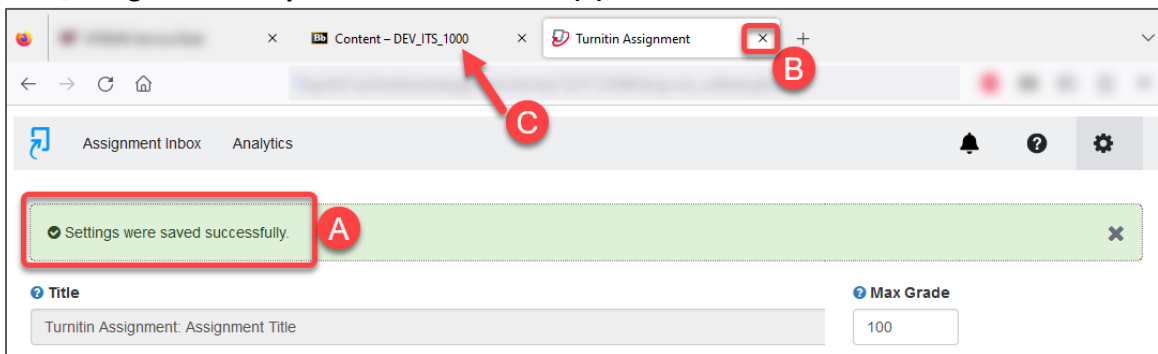

USING THE TURNITIN INBOX

To access student submissions in the Turnitin inbox, follow the directions below.

NOTE: The Turnitin Inbox is no longer available in the Course Tools area in WTClass.

1. In the content/lessons area of your course, click on the **link to the Turnitin assignment**. (DO NOT click on the dropdown menu at this time.)
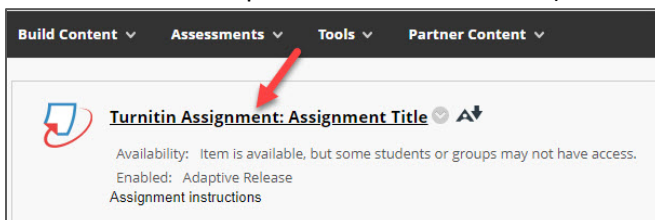
2. This will open the **Assignment Inbox**. In the inbox, you will see all student submissions for the assignment and the data for each submission. See image below.
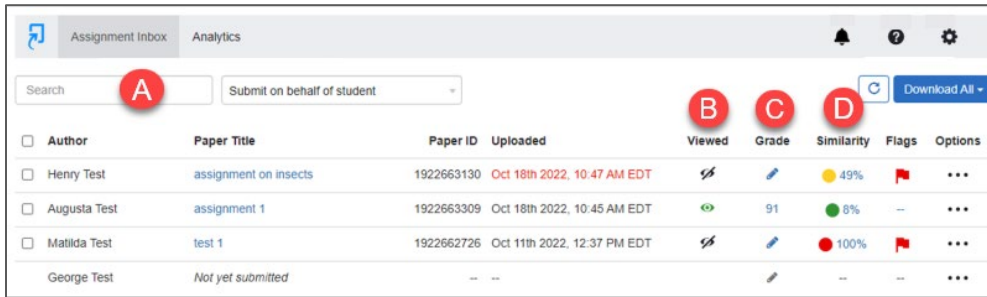

- Use the **search (A)** feature to find a specific submission.
- See whether students have **viewed your feedback (B).**
- Identify whether you have **graded (C)** a submission. You will see a grade you entered or a pencil for an ungraded assignment.
- Notice that there is a **similarity score (D)** for each submission. The similarity score indicates the percentage of the submission that matches the sources that Turnitin checked. To learn more about similarity scores, see the next section in this document.

3. To view a student submission, click on the **paper title link**.
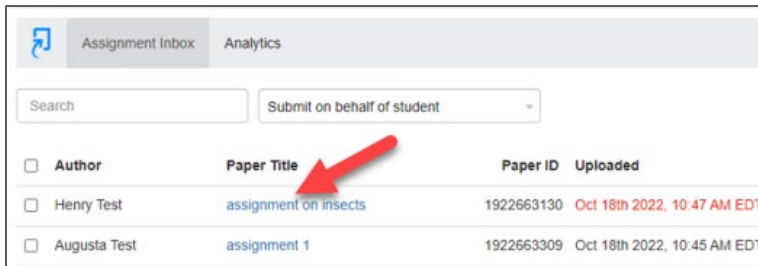
4. This will open the student's submission in the Turnitin Feedback Studio. On this page, you can:
- View the **similarity report (A)** for the submission
- Grade **the submission (B)** on this page.
- Access and grade other student submissions by clicking on the **forward and backward arrows (C)** at the top of the page. See below.
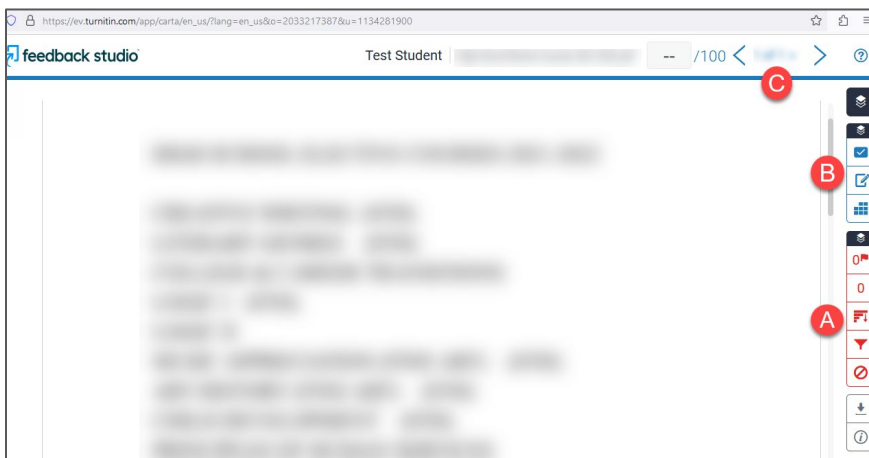
To learn more about the similarity report, AI score, and how to grade a Turnitin assignment, see the next few sections of this document.

UNDERSTANDING THE TURNITIN SIMILARITY REPORT

To learn how to read a Turnitin similarity report, follow the directions below.

1. Access your course and click on the **Turnitin assignment link in the content/lessons area**.

2. Access a submission by clicking on the **title of a paper** in the Assignment Inbox of the Turnitin assignment.
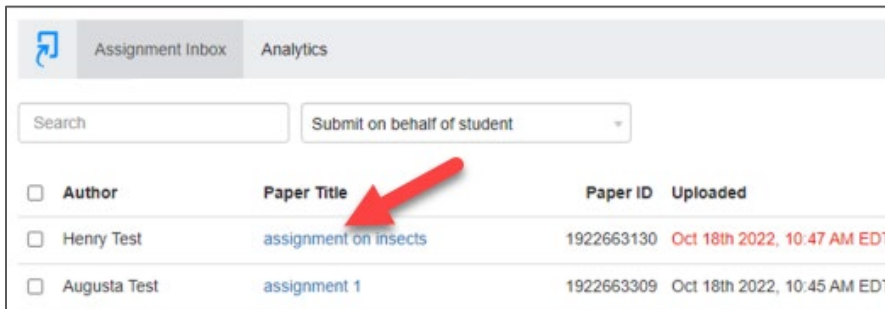
3. This will open the submission in the Feedback Studio.

4. To view the similarity report for the submission, click on the red **similarity score,** located in the toolbar on the far right of the page. This number indicates the percentage of the submission that matches sources that Turnitin checked.

5. Clicking on the similarity score will open up a **Match Overview** section, which will show a breakdown of the matches found, starting with the source that has the most similarity. The matches will be color-coded and numbered. See below.
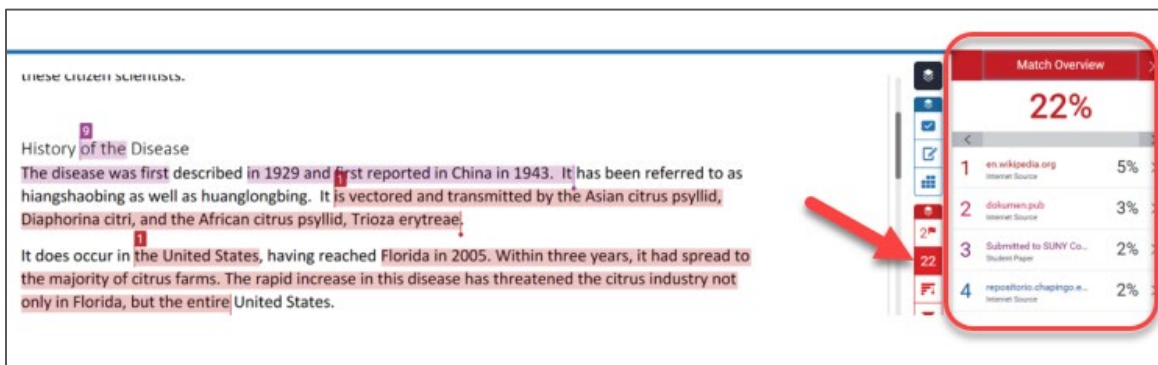
6. To view the sources that match within the document, **click on the source** in the Match Overview.
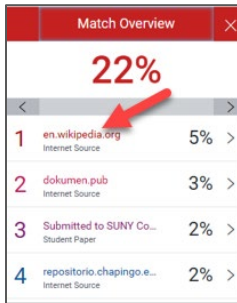
7. A **source box** will appear on the document, showing you where the source is located inside the document.

8. You can also view all matching sources in the document by clicking on the **All Sources** icon. All sources will be displayed in descending order.
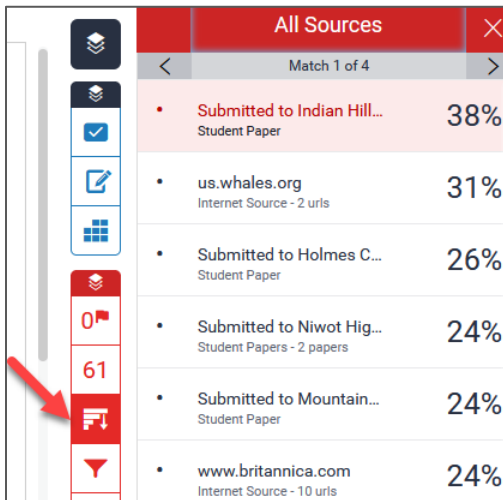
9. As you click on each source, it will show you where text from that source is located inside the document.

UNDERSTANDING THE AI SCORE

In April of 2023, Turnitin released an Artificial Intelligence/AI writing detection tool that reports potential AI-generated text as an "AI score" on all Turnitin assignment submissions. Below are directions for how to access and read the AI score.

1. To view the AI score, remain in the Feedback Studio. Notice the AI score is reported on the right side of the screen, under the similarity report and download options. To view details of the AI score, **click on the AI score**.

2. This will open a new tab on your browser. It will show the submission page with highlighted text. The **highlighted text is what Turnitin believes *could* be AI-generated** writing.

3. The **right-hand menu on the AI page** contains information about the submission and more information about AI-writing. See below:
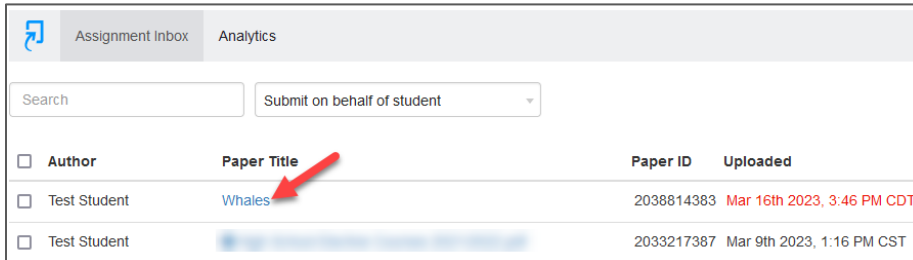
A. The **AI score** of the submission.
B. Information about **how the Turnitin AI-detection product works**.
C. **Resources** for ways to approach AI writing tool use in teaching and learning.

GRADING AND GIVING FEEDBACK IN A TURNITIN ASSIGNMENT

To learn more about how to grade a Turnitin assignment, follow the directions below.
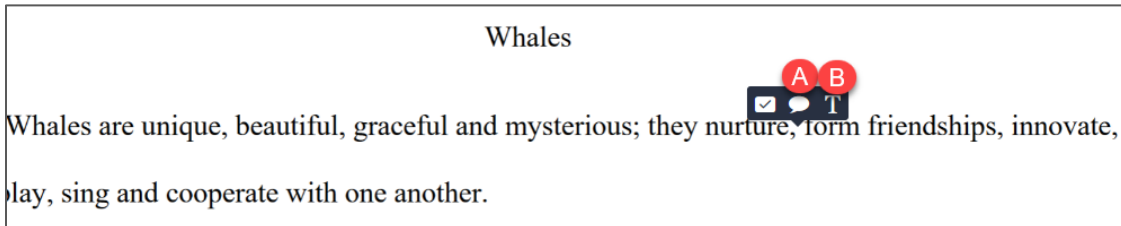
1. Access your course and click on the **Turnitin assignment link in the content/lessons area**.

2. Access a submission by clicking on the **title of a paper** in the Assignment Inbox of the Turnitin assignment.


3. This will open the student's submission in the Turnitin Feedback Studio.

4. To write feedback:

   A. In a **comment bubble (A)**, click anywhere on the document and then select the bubble icon. You will be able to write feedback inside the bubble.

   B. To **write feedback directly (B)** onto the document, click anywhere on the document and select the "T" (text) option. You can then write your feedback on the document.

5. To provide a **comment on a highlighted portion of the text**, select the text to be highlighted. The comment bubble icon will appear. Click on the comment bubble icon and leave your comment inside the bubble for the highlighted section.
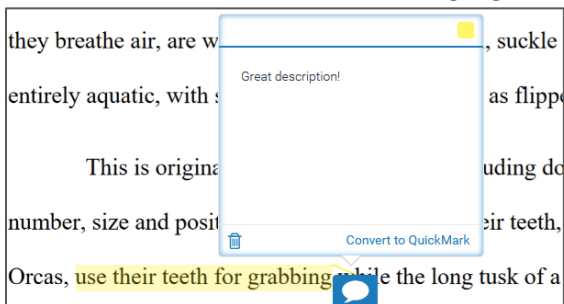
6. To show a suggested part of the **text to delete**, select the text and choose the "strikethrough" tool. The text will then have a red line across it.
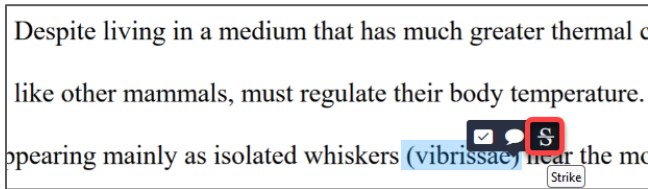

7. You can also use a rubric to assess a submission in Turnitin. This rubric can be created at the time that you create the assignment, or any time afterward. To **add or create a rubric for grading** a submission, click on the rubric icon.


8. This will open up a rubrics panel. To **add or create a rubric, click on the rubric cogwheel** in the top right corner of the panel.
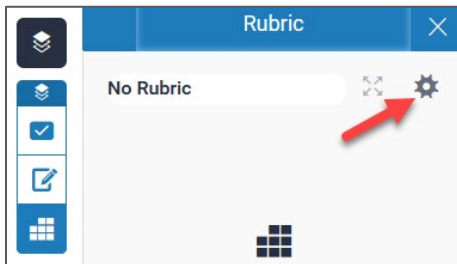

9. A sample rubric will pop up. **Click on the three lines in the top left** corner of that page to see the options. From there, you can create a new rubric, upload a rubric, or choose a rubric from the Turnitin library.
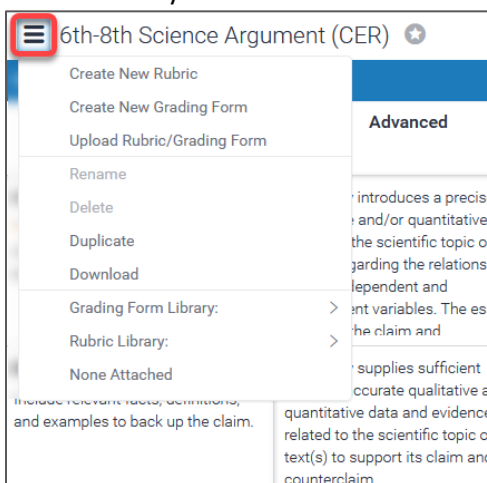
10. To **add a voice or text comment that will appear** with the graded submission, click on the **feedback icon**. See the image below to see where to add a voice **(A)** or text **(B)** comment.
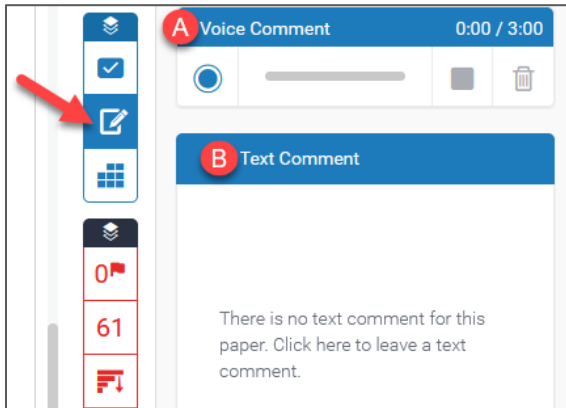
11. To **provide a grade for the submission**, type a number in the grade area at the top of the page, or input values in a rubric (the total score from the rubric will appear in the grade area).
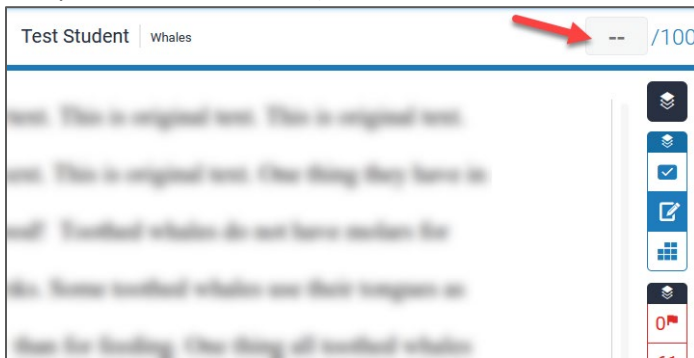
12. The score that you place in Turnitin will show up in the WTClass Grade Center. Students will see the grade in their "My Grades" area according to the feedback release date.

13. If you want to release a grade at the same time as the feedback, you will need to hide the grade column from students in your grade center. Once grades (and feedback) are ready to be released to the student, you can unhide the grade column for students.

NOTE: If you place a grade for a Turnitin submission directly into the WTClass Grade Center, that grade will not show up in the Turnitin inbox for students. Also, all grades put in Turnitin will override any grades placed manually in the Grade Center.

More Details

For more details about creating and grading a Turnitin assignment, visit Turnitin's website: https://help.turnitin.com/feedback-studio/blackboard/lti/instructor/instructor-category.htm

Let us help you!

If you would like help creating your Turnitin assignment, please contact the IT Help Desk. Someone from our WTClass team will be happy to help you!